



APPLICATION CHECKLIST

Notice of Intent (NOI)

General Requirements – Wetland Protection Bylaw:

Please check the following boxes indicating that you have read & now understand the applicable rule and/or regulation:

- ☐ Section 178.2 (page 2) – This section identifies the Town’s wetland resource areas.
- ☐ Section 178.4 (page 3) – This section pertains to permit application types. **(Note: All applications shall be accepted as complete before all permits, variances, and approvals required by the Bylaws of the Town with respect to the proposed activity, at the time of such Notice, have been applied for or obtained”).**
- ☐ Section 178.5 (page 4) – This section pertains to public hearings and the burden of proof placed on an applicant.
- ☐ Section 178.8 (page 7) – This section pertains to responsibility for compliance.

General Requirements – Wetland Protection Regulations:

- ☐ Section 1.0. (page 1) – This section pertains to general provisions
- ☐ **Two (2)** copies of the Notice of Intent (NOI) application, plans and appurtenant data and an **electronic copy**. Must be delivered by hand, or by certified mail, and received by the NACC office at least nine (9) business days prior to the scheduled hearing.
- ☐ A copy of the complete NOI application including all attachments and plans has been mailed by **certified mail or hand delivery** to DEP at the North East Regional Office.
- ☐ List of Abutters within 300’ of the parcel(s) where work is proposed as certified by the Town Assessor’s Office. (NOTE: This certified list shall not be more than 30 days old at the time of filing.)
- ☐ Notification made to abutters by certified mail/certificates of mailing not less than seven (7) calendar days prior to the public hearing and proof of mailing presented at that hearing in the form of “white slips” or signed “green cards.”
- ☐ Notification of public hearing made in the Lawrence Eagle Tribune at the applicant’s expense not less than seven (7) calendar days prior to the public hearing. Conservation Department staff will prepare the appropriate legal notice, however submission and payment to the Tribune is the applicant’s responsibility.
- ☐ “North Andover Riverfront Maps” (Appendix B) examined to determine if activity or resource area is located within the designated 200-foot Riverfront Area.
- ☐ The **most recent** “Estimated Habitat of Rare Wetlands Wildlife Map & Certified Vernal Pools” map published by NHESP has been reviewed.
- ☐ State Filing Fee sent to the DEP Lock Box. Town portion of state filing fee and the local Wetland Bylaw fee has been included with this application (Section 1.4).
- ☐ 8 1/2” x 11” copy of the portion of the USGS topographic map depicting the project location has been included with this application.

- ☐ A written narrative description of the proposed project and potential impacts to all wetland resource areas has been included.
- ☐ A description of observed valuable and/or unique wildlife habitat characteristics has been included.
- ☐ Where applicable, a "Wildlife Habitat Evaluation" performed by a qualified Wetland/Wildlife Biologist has been included (Section 6.2).
- ☐ **All resource area flags and associated numbering are present and easily readable in the field as of the date of this application.**
- ☐ **A Waiver Request Form (Appendix D), if applicable.**
- ☐ **An Alternatives Analysis (Section 5.0), if applicable.**

Stormwater Management Requirements (Section 7.0):

- ☐ The project is in compliance with the "Ten (10) North Andover/State Stormwater Standards."
- ☐ The "DEP Stormwater Management Form" has been submitted with the Notice of Intent and signed/stamped accordingly (Appendix H).
- ☐ Hydrologic/hydraulic calculations showing the full flow capacity and velocity of all water courses, open and only sometimes closed channels, and storm drains flowing into, on and out of the parcel, including engineering calculations for compensatory flood storage areas have been incl. (Refer to Section 7.0).

Erosion & Sedimentation Control Requirements (Section 4.3)

- ☐ Narrative erosion control plan and/or report provided for any proposed alteration of wetland resource areas, including the buffer zone.
- ☐ Construction schedule and sequence provided for any work within a wetland resource area including specifications for temporary and permanent ground cover.

Plan Requirements (Section 4.3)

- ☐ A title that includes the name of the project, location and names of the person(s) preparing the drawings and the date prepared including any revision dates.
- ☐ Drawings must be stamped and signed by a Registered Professional Civil Engineer of the Commonwealth &/or Registered Professional Land Surveyor of the Commonwealth (whichever is applicable).

All **existing condition plans** shall include, at a minimum, the following information

- ☐ All wetland resource areas within 100' of the proposed work and within 200' of Riverfront Area, **delineated by a professional wetland scientist not more than 3 years from the application submission date.**
 - Delineated by: _____ on (date): _____
 - OR
 - Formally approved delineation on (date): _____ DEP File # _____
- ☐ All property boundaries, existing lot lines and abutters from most recent information available at the Assessor's Office.

- ☐ "Watershed Protection District Boundaries", surface water supplies, wells, and septic systems within 100' of proposed work.
- ☐ **Existing contours at not less than 2' intervals and datum source.**
- ☐ All existing natural and man-made features including tree lines, rock outcrops, stone walls, fence lines, cart roads, foot paths, overhead and underground utilities and drainage structures.
- ☐ Elevations of all natural and man-made drainage structures, waterways, and wetlands.
- ☐ 100-year flood elevations of all natural and/or man-made waterways and waterbodies as determined by FEMA or engineering calculations.
- ☐ Subdivision plans shall be submitted at an appropriate scale to accurately depict existing and proposed conditions (typ. 1" = 40'). Individual parcels of land within the Subdivision and under the Wetlands Protection Act and North Andover Bylaw shall be submitted at an appropriate scale (typ. 1" = 20').

All developed condition plans shall include, at a minimum, the following information (p. 24):

- ☐ Location of proposed work including project access.
- ☐ All proposed man-made features including roads, driveways, parking areas, structures, buildings, overhead and underground utilities.
- ☐ Subsurface sewage disposal systems.
- ☐ Proposed grading and changes in elevation depicted with 2' contours and spot grades.
- ☐ All surface and subsurface drainage structures including the location, cross section, slope and surface treatment of all drainage channels.
- ☐ The inverts, slope, pipe materials, catch basins, manholes, and end treatment of all storm drains discharging within 100' of any wetland resource area.
- ☐ Location and detail of all temporary erosion control devices, diversions, terraces, silt fences, hay bales barriers, sedimentation basins, and soil stockpile locations on the project site.
- ☐ Location and nature of all proposed alterations to wetland resource areas.

Date: _____
Signature of Applicant or Applicant's Representative

(TOWN USE ONLY)

- ☐ **COMPLETE APPLICATION** - It appears as though your application meets minimum submittal requirements, as such, a public hearing will be scheduled before the NACC within 21 days upon receipt of this application.
- ☐ **INCOMPLETE APPLICATION** - The following sections of the Wetland Protection Bylaw &/or Regulations have not been complied with and as a result this Department is rejecting this incomplete application w/in two (2) business days from the date of receipt (Section 178.4 North Andover Wetland Protection Bylaw). You may pick up this application and supporting plans at the Conservation Office and re-file a complete Notice of Intent.

Wetland Bylaw - Section(s):

Wetland Regulations - Section(s):

Signature of Agent: _____

Date: _____